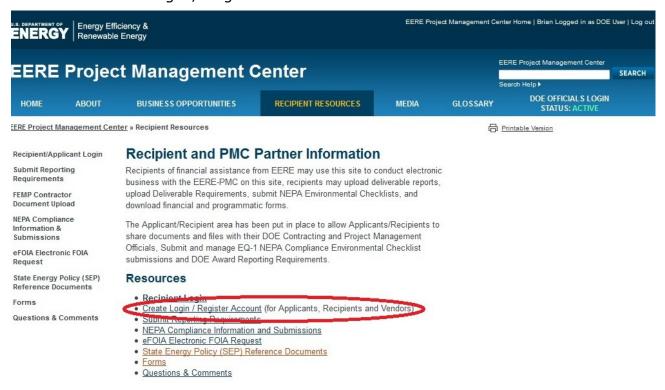
Instructions for Creating a "Recipient/Applicant Login" Account on PMC

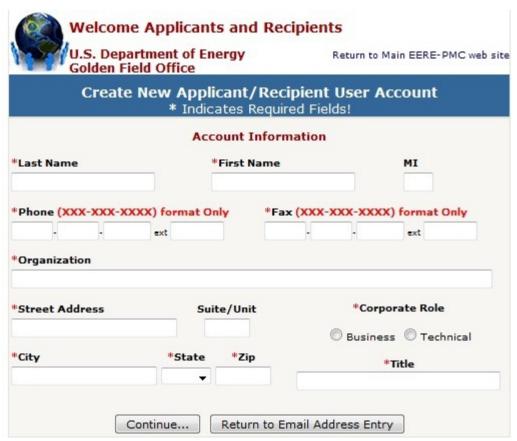
Step 1 From the Recipient Resources tab (https://www.eere-pmc.energy.gov/Resources.aspx) on the PMC, select the "Create Login / Register Account" link.



- **Step 2** Enter a valid email address to create the account and click the "Continue..." button. An email confirmation will be sent to this address and the account must be activated prior to accessing the site for uploading reports.
 - * NOTE: for Award Recipients, to have access to additional features on this site, the email address used to create the account should be the same email address listed as the Business or Technical contact on the award.



Step 3 Complete the "Account Information" section, completing all required fields as indicated and click the "Continue..." button.



- **Step 4** Complete the four "Challenge Questions" and enter a 4-digit PIN number as required and click the "Continue..." button.
 - * NOTE: you will be prompted for one "Challenge Question" on each login and your will need your PIN to reset/change your password.



Step 5 Complete the Pass Phrase and select a Pass Image and click the "Continue..." button.

* NOTE: Duns and TINS are optional.

U.S. D	ome Applicants and epartment of Energy n Field Office		to Main EERE-PMC web site
Cre	ate New Applicant * Indicates	/Recipient User Required Fields!	Account
		urity Information	
Pass Information		Optional Security Information	
* Pass Phrase:		Note: The following information is used for identity verification and is optional. If you choose to answer these questions, the	
* Pass Image:	No Image Selected	information will be used to grant access to the more advanced system features as they become available, i.e. file sharing, award documents access, electronic signatures etc. This information may be added at any time to your account.	
		Dun & BradStreet Number (DUNS):	
Click to Change Your Pass Image		DUNS: XX-XXX	Verify
		DUNS: XX-XXX	
every time you log This is to verify tha	d phrase should be displaye into the EERE-PMC web site t no one has redirected you t	Tax Payer Identific	ation Number (TINS):
a counterfeit web site. If this information is no displayed when you log in, please log off		TINS: XX-XXX-	Verify
immediately an	d contact the helpdesk at: pmc@ee.doe.gov	TINS: XX-XXX-	
	Continue Back	k to Challenge Quest	ions

Step 6 Complete the "Set Your Password" section per Password Policy instructions provided on the bottom of the page and click the "Continue..." button.



Step 7 Please read instructions provided on this confirmation screen when completed.



U.S. Department of Energy Golden Field Office

Return to Main EERE-PMC web site

Create New Applicant/Recipient User Account * Indicates Required Fields!

Create New User Account

Congratulations!

You have successfully created an account to the U.S. Department of Energy - Golden Field Office web sites.

Please check the email account you used for Account Activation instructions. You will need to complete the Activation process before you will be able to access the systems.

Currently your account will allow access to the following web sites: https://www.eere-pmc.energy.gov - Your DOE Award information and shared documents directories.

https://docshare.go.doe.gov - SharePoint document sharing web site

Step 8 You will receive an email from the PMC network (like the example below) that requires your response to the emailed link to activate your recipient account.

U.S. Department of Energy - Golden Field Office Applicant - Recipient Account Confirmation

1 message

eere-pmc@ee.doe.gov <eere-pmc@ee.doe.gov>

To

Thank you for setting up your new U.S. Department of Energy - Golden Field Office Applicant - Recipient account.

Please click the link below to activate your account.

https://www.eere-pmc.energy.gov/RecipientLogin/CreateNewUser.aspx?

If the hyperlink is not displayed, please copy and paste the URL into your web browser address window to activate your account.

Message sent by:

The U.S. Department of Energy, Energy Efficiency and Renewable Energy

Golden Field Office

https://www.eere-pmc.energy.gov